

INSTRUCTION SHEET
CAREER PREFERENCE OUTLINE
FORM NO. 1030

CAREER PREFERENCE OUTLINE

GENERAL

DEFINITION: A Career Preference Outline for an individual is a documented description of his career interests and proposed career activities for an appropriate specified time, to which are appended the comments of his supervisor and his Career Service.

DESCRIPTION: The proposals in an Outline may include suggested retention in present position, reassignment, or training. Such proposals may be specific or general in terms of time and place. Continuity of career interest and consistently satisfactory performance rather than rotation from area to area or function to function are basic in career progression. Career planning does not imply that proposals for reassignment or formal training are inherent or must be included in a Career Preference Outline.

PURPOSE: The Organization, through the career planning program, maintains an inventory of employees' preferences for use in planning utilization of manpower. Preferences are reviewed and evaluated by the employee's supervisor and his Career Service in terms of his potential and the needs of the Organization.

Individuals and supervisors must recognize that the needs of the Organization necessarily have first priority. After the needs of the Organization have been met, the interests of the individual will be given full consideration.

INSTRUCTIONS FOR EMPLOYEE

IMPORTANT -- Read These Instructions Carefully and Complete Items 1 through 14.

PREPARATION: An employee is encouraged to discuss his career interests and proposals for training with his supervisor, Career Management Officer, and/or Training Liaison Officer. Specific instructions are listed below:

Items 1 through 4 -- Self-explanatory.

Item 5 ORGANIZATIONAL TITLE -- Indicate the title you use in signing official correspondence. Indicate "None" if no organizational title is assigned to you.

Items 6 and 7 POSITION TITLE -- OCCUPATIONAL CODE -- Indicate position title and code, e.g., Administrative Officer GS-0301.03. Position title and code appear on the "TO" side of SF-52.

Item 8 OFFICE OF ASSIGNMENT -- Indicate component, Division and Staff, and Branch or Section, e.g., OP/PAD/Support Branch.

Item 9 GENERAL TYPE OF ACTIVITY -- Indicate the general area of work in which you are interested, e.g., Procurement and Supply, Communicating, Personnel Administration, Reports analysis, etc. STATINTL

Item 10 SPECIFIC TYPE OF ACTIVITY -- Indicate the particular type of assignments which are your immediate and long-range objectives, e.g., [redacted] Placement Officer, Finance Officer, etc. (Use the Occupational Handbook of Classification Titles and Codes, [redacted] if available.)

Item 11 ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING -- Indicate what training you believe you should have in order to increase your value to the organization.

For organizational training use OTR Catalog of Courses, if available.

Example: Basic Orientation B-3, Reading Improvement I-7, Operations Familiarization B-2, Effective Writing B-2. STATINTL

For external training give name of course and location.

Item 12 ADDITIONAL COMMENTS -- Include any information not given elsewhere which might be useful in career planning. Approved For Release 2001/09/04 : CIA-RDP80-01826R000900060005-6

Items 13 and 14 -- Self-explanatory.

Figure 1 Attachment

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INSTRUCTIONS FOR SUPERVISORS AND CAREER SERVICE OFFICIALS

Supervisors and officials assisting in the preparation of Outlines or reviewing proposals for future personnel actions should ensure that the real needs and potential of the individual are coordinated with the present and future requirements of the Organization. Specific proposals for reassignment and training included in Outlines are not to be considered as commitments on the part of the individual or the Organization. The expression of the individual's career interests and proposals made in the Outline is a guide for future major personnel and training actions affecting the individual and must be subsequently considered by officials when approving such actions. This is not intended to restrict desirable flexibility of action but rather to ensure that major actions which deviate from the proposals in an Outline are taken after serious consideration of all pertinent factors. In line with this requirement, Career Preference Outlines are made a part of an official record (i.e., placed in the individual's Official Personnel Folder) so they are available to all officials responsible for initiating and approving subsequent actions affecting the individual.

COMMENTS BY SUPERVISOR

Items 15 and 16 - The supervisor should comment on the employee's statements of his career interests and desired training. He will include specific recommendations, if possible, for the employee's future utilization. The Outline should serve as a basis for a discussion with the employee of his strengths and weaknesses. The Career Preference Outline with items 15 through 20 completed should be forwarded to the Head of the employee's Career Service promptly.

Items 17 through 20 - Self-explanatory

FOR USE OF CAREER SERVICE

Item 21 - Career Service officials will review the employee's statements of preference and the supervisor's comments in terms of the needs of the employee and the Organization.

Items 22 through 25 - Self-explanatory

DISTRIBUTION

The original of the Career Preference Outline will be forwarded to the Director of Personnel and filed in the employee's Official Personnel Folder. Copies of the Outline may be shown or distributed, subject to the approval of the Head of the employee's Career Service, to officials in other Career Services who may be concerned with his development and utilization.

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A. GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle)		2. DATE OF BIRTH	3. SERVICE DESIGNATION
5. ORGANIZATIONAL TITLE		6. POSITION TITLE	7. OCCUPATIONAL CODE
		8. OFFICE OF ASSIGNMENT	

SECTION B. CAREER INTERESTS	
9. GENERAL TYPE OF ACTIVITY	
10. SPECIFIC TYPE OF ACTIVITY (Including assignments)	
A. IMMEDIATE (Within next 1 to 2 years)	
B. LONG-RANGE (Within next 3 to 5 years)	

SECTION C. TRAINING		
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING		
A. IMMEDIATE (Within next 1 to 2 years)		
B. LONG-RANGE (Within next 3 to 5 years)		
12. ADDITIONAL COMMENTS		
I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE AND CAREER INTERESTS WILL BE GIVEN DUE CONSIDERATION.		
13. DATE COMPLETED	14. SIGNATURE OF EMPLOYEE	

~~SECRET~~

(When Filled In)

SECTION D.

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COMMENTS BY SUPERVISOR

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

16. RELATIVE TO TRAINING FOR EMPLOYEE

17. TYPED OR PRINTED NAME OF SUPERVISOR

18. SIGNATURE

19. TITLE

20. DATE

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

Proposed [REDACTED] (Job #1752-A-BMT)

FROM:

Acting Chief
Regulations Control Staff

NO.

DATE

1 October 1956

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

REC'D

FWD'D

1. Acting Deputy Director (Support)
121 East Bldg.

STATINTL

2. Regulations Control Staff
551 Metonic Bldg.

Proposed [REDACTED] is recommended for your authentication and return to Regulations Control Staff for publication.

This proposal, prepared by the Office of Personnel and approved by the Career Council on 26 July 1956, also has the concurrences of the Director of Training and the DD/P.

The purpose of the proposed issuance is to establish policy and procedures with respect to career planning for staff personnel, to establish uniformity in career planning requirements, and to provide guidance to Heads of Career Services for the performance of their career management functions.

(CLASS. EXT. DITL.)

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